

4 Money Matters

4.1 Personal Accounts: Battels

A credit system operates for all current College members, and rents, meal, bar and other charges are billed monthly. Accounts are computerised. Every member should be issued on arrival with a University Card, which is an identification card, a library card, a College charge card and which gives access to College security doors. This will be ready for collection from the College Secretary at enrolment, as long as you have returned the card application form to the University. If you lose your card, this fact should be reported to the College Secretary who will obtain a replacement. A charge may be made for the replacement of lost cards.

Bills must be settled by the end of the month during which they are received. Any request to deviate seriously from this timing should be discussed with the Accounts Manager before the end of the month in question. Failure to make satisfactory arrangements could lead to the embarrassment of invalidation of a member's card. Any queries about billing should be raised *as soon as possible* with the Bursary. Receipts are automatically given for cash payments of more than £10 and will be given on request for smaller sums. Bounced cheques are subject to an administrative surcharge (currently £10). Any unpaid debts over 3 months old may be reported to the Governing Body.

Although only the total charge for meals will be shown on the monthly bill, the costs of each individual meal are held on the computer and further details are available on request to the Accounts Manager.

4.2 Bursary Staff

The Bursary deals with all the financial and domestic matters of the College.

BURSAR, [Alison Reid](#) [1], is responsible for the financial management of the College and the smooth running of its premises and activities.

ACCOUNTS MANAGER, [Jan Krendler](#) [2], is responsible for fees, battels and payroll, and oversees the work of the other Bursary staff in Reception.

DOMESTIC BURSAR, [Simon Barker](#) [3], carries primary responsibility for managing the College's property and land, insurances, environmental performance,

purchasing and contracting, regulatory compliance, health, safety and security, Bar and alcohol licence.

ACCOMMODATION MANAGER, [Emma Farrant](#) [4], is responsible for the administration of student accommodation including study rooms and storage and oversees the work of the Housekeeping staff.

ACCOUNTS CLERK. [Sue Jones](#) [5] is responsible for the payment of invoices.

RECEPSTIST, [Marie Duffy](#), [6]deals with switchboard, mail, receipt of battels payments, Guest Room bookings, punt bookings, student cards, sales of merchandise, phonecards, etc.

4.3 Council Tax

All College student accommodation is exempt and no council tax is payable. Students in non-college accommodation will need to claim a 'student' exemption on receipt of a demand from the City Council. An Enrolment Certificate for this purpose can be obtained from the [Student Self-Service](#) [7] section of the University's website, then signed and stamped by the College Secretary. Any difficulties should be referred to the Bursar.

4.4 Fees: Tuition and Others

A collegiate university like Oxford necessitates a two-part fee: a University ('Composition') fee, and a College fee. Both are paid to the College and will be billed by the College to the body or individual responsible for paying those fees, normally annually. Liability for University fees and full College fees go hand in hand in all cases; for each term in which a University fee is due the College fee is also due, whether or not the student is in Residence. Fee billing is always separate from the personal ('battels') account. You should ensure that the Accounts Manager is aware of your fee paying body before arrival. A schedule of fees is produced annually (usually in June) by the College. For full details of University fee liability etc. see the current copy of [Examination Regulations](#) [8], which is available on the University's website electronically.

At the end of the statutory number of terms for which full fees are required a student who is still on course will be designated a Continuing Student. Such students, *whether in residence or not*, will be liable for a College continuation charge (currently £113.75) and a University continuation charge (currently £445), each term until submission of their thesis. This will entitle the member to full College facilities and to continue to use dining facilities at the subsidised, student rate. Please note that unless we are advised in writing that your grant authority will pay these charges, you will be personally responsible for payment and each of these charges will be levied on your personal account.

For those paying fees from their own funds and starting their course in Michaelmas Term, payment *in full* for the year should be made by 1st October. *Please note that students will not be allowed to matriculate unless fees have been paid.* Any proposed deviation from this should be discussed with the Accounts Manager. Withdrawal during any Term may involve the retention by the College of a portion of the Term's College fee.

In cases of serious default of payment the College reserves the right to refuse to endorse University forms until the debt is cleared. The College considers any debt which has remained unpaid for more than 3 months to be a serious default. You will be warned via your College battels bill if you are seriously in default and you will always be given ample opportunity to clear your debts before College takes such action. Any student with a potential problem in this respect is strongly advised to consult the Accounts Manager as well as to seek the advice of his/her College Advisor.

4.5 Linacre Common Room Charities Levy

Linacre is a college committed to helping others. As a result, all students are automatically enrolled in a scheme that charges them £1 each month (from November to June) to support Linacre's chosen charity and a further £1 to support the Oxford Students Refugee Campaign. If you would like to opt out, please send an email to cr.charities@linacre.ox.ac.uk [9] with the subject 'Opt Out'.

4.6 Scholarships and Prizes

Linacre College offers graduate scholarships in different subjects. A list is available [here](#) [10]. University awards and scholarships at other colleges are advertised in the [University Gazette](#) [11] and off-prints of advertisements can be seen on the academic notice board. A supplement to the Gazette is published each year containing details of all University scholarships and prizes.